

3/22/5
OAS

DELEGATIONS OF AUTHORITY

1. To Chief, Services Branch from Exec for A&M to approve "Certificate of Droppage - Expendable Supplies" to drop from accountability expendable supplies in amount not to exceed \$10.00 per quarter, and one-half of one percent allowed for gasoline evaporation. 2 Dec. 1948
2. To Executive, from DCI re personnel, fiscal and services actions, with redelegation to administrative chiefs. (Amended by [redacted]) 1 Jan. 1949
25X1
3. To Chief, Supply Div. to enter into and sign unnumbered contracts in amount of \$2,000 or less.
To Chief, Supply Div. or Chief, General Services Div., to place orders with PBA for performance of services on reimbursable basis.
To Chief, Reproduction Division, to place orders with GPO for printing services on a reimbursable basis. 1 Jan. 1949
4. To Executive from DCI to prescribe rules and regulations re property, To Property Survey Board to determine liability, direct disposition, etc. of property. 15 Jan. 1949
5. To Certifying Officers for Confidential Funds by DCI: 17 Jan. 1949
25X1A [redacted]
6. To Executive OPC by AD/OPC to recommend vouchered fund travel. 8 March 1949
7. To Services Officer and Covert Deputy Services Officer by Executive to approve expenses under [redacted] 23 March 1949
25X1A
8. To Executive by DCI to prescribe regulations for time, leave, pay.
To Budget Officer and deputies to approve compensatory and overtime.
To Chiefs of overseas stations to approve compensatory and overtime. 15 April 1949
9. To Services Officer by DCI to negotiate contracts and purchases without advertising not to exceed \$1,000.
To Executive if amount exceeds \$1,000. 27 July 1949
- 25X1A 10. To [redacted] by DCI to administer oath of office to employees. 2 Aug. 1949
11. To AD/OCD and Chief of Library Division by DCI to approve requests for procurement of foreign and sensitive publications and obligate confidential funds under Project OCD-17-50. 15 Nov. 1949
12. To Executive, Deputy, and Chief of Admin. Staff by DCI to approve transportation of automobiles for employees assigned to permanent duty stations outside continental limits of U.S., territories and poss. 15 Nov. 1949
- 25X1A 13. Authority to administer oaths to employees delegated to [redacted] 8 March 1950
25X1A [redacted]
14. Authority to review and approve personnel actions below GS-8 delegated to Asst. Chief, Employees Div., SSS 22 Mar. 1950

15. Authority to ADSO to redelegate to his deputy and/or his executive officer to authorize LWOP not in excess of 15 days. 12 May 50
16. Authority to ADSO to redelegate to his deputy and/or his executive officer authority to sign personnel actions requiring action by Exec. 15 May 50
17. Redellegation to Asst. Chief, Personnel Div. to approve personnel actions below GS-13. 15 May 50
18. Authority to ADPC to redelegate to his Deputy and Exec. Assistant authority to sign personnel actions requiring action by Exec. 25 May 50
19. Delegation of Authority to administer to CIA employees the Oath of Office (Administrative Staff) See: ER 1-926 a 22 Jun 50
20. Issuance of Transportation Requests to Travel Agencies, authority granted to Chief, Transportation Br., ServicesDiv., or other Agency official to whom books of transportation requests have been released. 27 Jun 50
21. Consolidation of the Passenger See., Trans Br., Precurmt & Sup Div., SSS with the Overseas Br., Emp Div., SSS. w/certain delegations of authority thereby transferred to Overseas Branch. filed in CPC(pn.10.5) 17 Jul 50
22. Delegation of Authority: See TS 43064 (Cy. # 4 filed in Exec TS File) 26 Jul 50
23. Authority to Ch, Employees Div., SSS to review and approve Personnel Actions for CIA employees involving grades below GS-13. 8 Aug 50
24. Authority to administer to CIA ^{civilian} employees the Oath of Office or any other oath () 18 Aug 50
25. Authority to administer to employees of CIA the Oath of Office or any other oath required by law in connection with employment, with exception of Officer's Cert. of Residence. (Wm. J. Kelly) 21 Jul 50

25X1A

25. Projects. (Delegation of authority to Dep Dir/GI and Dep Dir/Admin re projects of \$25,000. or less) - pulled - 15 Dec 50

25X1A

26. Delegation of Authority: () 12 Jan 51
27. Authority: Certifying Officers (Appointment of; Revocation of such appointments) 11 Jan 51

25X1A

28. Delegation of Authority to () Chief, Personnel Procurement, to approve travel authorizations for Personnel. 1 Feb 51
29. Delegation of Authority to DDCI, DD/Plans, and DD/Admin. re projects of \$25,000 or less. 27 Feb 51

25X1A

30. Delegation of Authority: () 27 Feb 51

25X1A

Approved For Release 2003/01/27 : CIA-RDP81-00261R000600030077-3

32. Delegation of authority to approve all requests for travel funds, originating in the Personnel Office. (Requests for amounts one thousand dollars and over approved by DD/A or his assistants.)
33. Delegation of authority to administer to civilian employees of CIA the Oath of Office or any other oath required by law in connection with employment.

Approved For Release 2003/01/27 : CIA-RDP81-00261R000600030077-3

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY
Washington 25, D. C.

1 December 1950

2

By virtue of the authority vested in me as Director of Central Intelligence, it is directed:

A. The power to review and authorize or approve the following actions is hereby delegated to the Deputy Director for Administration, CIA, and his Assistant for Administration:

1. The appointment, termination, direction and general administration of personnel.
2. The payment of all allowances to civilian employees stationed abroad.
3. The transfer of civilian employees from one official station to another and the payment or reimbursement of all expenses incident thereto, including travel and the transportation of household goods, automobiles (overseas), personal effects and dependents of such employees.
4. Temporary duty travel, travel to and from overseas posts by civilian employees and consultants, and the payment or reimbursement of expenses incident thereto.
5. Applications for travel advances of vouchered funds.
6. Allowances in excess of lowest first-class rate for the transportation facility used when the lowest first-class accommodations are not available, use of a compartment, or other accommodations, required for purposes of security, or the use of extra-fare trains and airplanes where appropriate, and payment of expenses therefor.
7. Bonds of certifying officers, agent-cashiers, and surety bonds given as security for travel advances.
8. "Requisitions for Disbursing Funds" (Treasury Dept Form 427A) to provide available funds to cover expenditures by the Central Intelligence Agency in the continental limits of the United States and abroad.
9. Settlement of claims, as provided for in the Federal Tort Claims Act of 1946 (60 Stat. 843; 28 U.S.C. 921).
10. Execution of contracts in accordance with existing laws and regulations.

CONFIDENTIAL

CONFIDENTIAL

11. Publication of advertisements, notices or proposals.

12. Issuance of rules and regulations governing control of Government property in possession of CIA employees, property accountability, and property responsibility.

13. The appointment of officers authorized to certify vouchers and the revocation thereof.

B. The powers delegated herein may be exercised by the Deputies of designated officials, and may be redelegated where appropriate.

C. 1. The powers delegated in Paragraph A, Sections 1 and 2, may also be exercised by the Personnel Director or the chiefs of his personnel branches.

2. The power to approve appointments delegated in Paragraph A, Section 1, may also be exercised by the chiefs of the placement sections of the personnel branches.

D. 1. The powers delegated in Paragraph A, Sections 3 (when authorized by the Personnel Director), 4, 6, 10, and 11 may also be exercised by the Chief of Administrative Services and his Assistant.

2. The powers delegated in Paragraph A, Sections 3, 4, and 6 may also be exercised by the Chief and Assistant Chief of the Transportation Branch, Administrative Services Division.

E. 1. The powers delegated in Paragraph A, Sections 5, 7, 8, 9, and 13 may also be exercised by the Comptroller or the Assistant Comptroller.

2. The powers delegated in Paragraph A, Sections 5, 7, and 8 may also be exercised by the Chief, Fiscal Branch, and the Chief, Finance Branch, Finance Division.

F. The powers delegated in Paragraph A, Sections 10, 11, and 12 may also be exercised by the Chief of Procurement or the Chief of his Procurement and Contract Branch.

G. Outside the continental limits of the United States, the chief of each mission or independent station may authorize and approve temporary duty travel abroad of civilian employees whose official stations are located within his particular theater; and may exercise the powers and authorities delegated in Paragraph A, Sections 1, 2, and 10. The chief of a mission or independent station is hereby authorized to designate an officer or employee at the particular mission or independent station to act and sign for him in the issuance of travel orders, the certification of true copies of various documents required in connection therewith, and certification of travel vouchers. The powers delegated in this Paragraph G to the chiefs of missions and stations shall be subject to such restrictions and procedures as may be prescribed by Agency regulations.

H. Any officer or employee empowered to act for an officer or employee delegated authority herein may exercise such authority during the latter's absence

CONFIDENTIAL

CONFIDENTIAL

or incapacity.

- I. All prior inconsistent delegations are hereby rescinded.
- J. The effective date of this order is 1 December 1950.

25X1A



WALTER B. SMITH
Director

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

1 January 1949

By virtue of the power and authority vested in me by the Director of Central Intelligence in a memorandum dated 1 January 1949, and without any limitation of the powers and authorities heretofore granted except as specified herein, the following redelegations of authority are hereby made:

A. The Chief or Assistant Chief, Supply Division, Services Office, may enter into and sign unnumbered contracts on behalf of the Government where payment is to be made in a single remittance and the amount involved is less than \$2,000.00, in accordance with existing law and regulations. Prior authorizations for this purpose delegated by memoranda of 2 January 1947, 8 May 1947, 3 December 1947, and 15 April 1948, are hereby rescinded.

B. The Chief or Assistant Chief, Supply Division, Services Office, or the Chief, General Services Division, Services Office, may place orders for the performance of services by the Public Buildings Administration, Federal Works Agency, on a reimbursable basis.

C. The Chief or Assistant Chief, Reproduction Division, Services Office, may place orders with the Government Printing Office for the performance of printing services on a reimbursable basis.

D. Previous redelegations on these subjects are rescinded.

25X1A



Executive

Services Officer (orig and 2 cc)
General Counsel (1 cc)
Budget Officer (1 cc)

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

15 January 1949

By virtue of the authority vested in me as Director of Central Intelligence, it is directed that:

A. The authority to prescribe rules and regulation governing (1) control of Government property in possession of CIA employees, (2) property accountability, and (3) property responsibility, is hereby delegated to the Executive, CIA.

B. The authority is hereby delegated to the CIA Property Survey Board to take final action to:

1. Determine the pecuniary liability, or relief from responsibility, of any employee of CIA for the loss, damage, destruction, or theft of Government property for which CIA is responsible;

2. Direct disposition or destruction of unserviceable and obsolete property in the custody of CIA; and

3. Direct ultimate disposition of property worn out through fair wear and tear or otherwise rendered unserviceable or obsolete in the service of the Government without fault or neglect on the part of any individual and relieve the individual concerned of responsibility and/or accountability therefor, or where there is evidence that such property may have been rendered unserviceable through fault or neglect on the part of any CIA employee, determine pecuniary responsibility of such employee.

C. Previous delegations on this subject are rescinded.

25X1A

[Redacted]
R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

~~CONFIDENTIAL~~

ER 0-2923

17 January 1949

MEMORANDUM FOR THE BUDGET OFFICER, CIA

SUBJECT: APPOINTMENT OF CERTIFYING OFFICERS

25X1A

25X1A

1. Pursuant to the authority vested in me as Director of Central Intelligence I hereby designate [redacted] [redacted] as Certifying Officers for Confidential Funds.
2. Effective date of each appointment shall be 17 January 1949.
3. Immediate action should be taken to have these Certifying Officers execute surety bonds in the amount of \$5,000.

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

cc: Budget Officer
Signer's copy

~~CONFIDENTIAL~~

CONFIDENTIAL

8 March 1949

MEMORANDUM FOR: THE EXECUTIVE, CIA

SUBJECT: OPC Travel Procedure

1. It is my understanding that the authority to issue travel orders for CIA personnel is exercised by the Budget Officer and his Covert Deputy. I further understand that Confidential Funds Regulations, dated 1 February 1949, permit me to delegate the responsibility of recommending travel on unvouchered funds to my Executive Officer but that [redacted] [redacted] limits my authority to delegate such responsibility with regard to vouchered fund travel merely to my Deputy.

25X1A

25X1A 2. In OPC, the Deputy concerns himself primarily with matters of policy, planning and programming and I have attempted to centralize responsibility for supervision of administrative matters in my Executive. I believe that this tends to effect better administrative control in our particular office and it would seem beneficial to delegate the travel control responsibility to the same individual regardless of whether travel is to be performed on vouchered or unvouchered funds. Such centralized control would seem to be in keeping with the spirit of [redacted] [redacted] and also with the recent reorganization of CIA.

25X1A
25X1A

3. If you concur in this suggestion will you kindly instruct the General Counsel to prepare a memorandum for my signature which will delegate authority for travel control to the OPC Executive Officer.

/s/
[redacted]

25X1A

Assistant Director for
Policy Coordination

TO: Asst. Director for Policy Coordination -- 17 March 1949

Approved. This paper will constitute adequate authority for delegation without further instructions on your part.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

/s/
[redacted]

25X1A

Executive

cc: Budget Officer
Central Records**CONFIDENTIAL**

23 March 1949

MEMORANDUM FOR: EXECUTIVE, CENTRAL INTELLIGENCE

SUBJECT: Delegation of Authority

Request delegation of authority retroactive to 1 February 1949

25X1A In accordance with [redacted] be made to the Services Officer and the Covert Deputy Services Officer to act as approving officer for expenses incurred in connection with the following:

1. The official procurement of supplies, equipment, storage, transportation and services.

2. The official transportation of employees and their families including transportation, crating, packing, and storage of their personal effects.

18/

[redacted]
Services Officer
Central Intelligence

25X1A

APPROVED:

25 MARCH 1949

25X1A

[redacted]
Executive, Central Intelligence

Agency

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

15 April 1949

By virtue of the authority vested in me as Director of Central Intelligence, it is directed:

A. The power and authority to prescribe regulations for time, leave and pay of CIA civilian employees are hereby delegated to the Executive, CIA, and his deputy.

B. Under the supervision of the Executive and his Deputy, the Budget Officer and his deputies are delegated the power and authority to approve compensatory time or overtime for civilian employees of elements of the CIA within the continental limits of the United States.

C. Outside the continental limits of the United States, the Chief of each Mission or independent station may approve overtime or compensatory time for civilian employees of CIA under their jurisdiction.

[Redacted] 25X1A

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence



Approved For Release 2003/01/27 : CIA-RDP81-00261R000600030077-3

ILLEGIB

Approved For Release 2003/01/27 : CIA-RDP81-00261R000600030077-3

✓ 839 ✓

2 August 1949

In accordance with the provisions of 5 U.S.C. 16 and 16a, authority is hereby delegated to the following named individual to administer to civilian employees of the Central Intelligence Agency the Oath of Office or any other oath required by law in connection with employment, with the exception of the Officer's Certificate of Residence:



25X1A

The authorities delegated to the above individual shall expire at the termination of his services with the Agency, unless sooner terminated by administrative action.

Each oath administered under this authority shall contain, in addition to signature of officer administering the oath, pay-roll title, Agency, and the notation: "Act of June 26, 1943, Sec. 206, 5 U.S.C. 16a."

RECORDED

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

cc: Signer's copy
Central Records
Chrono
 Delegation of Authority (ExO)
 Delegation of Authority (OGC)
Budget Officer
Covert Personnel Officer

SECRET

Asst. Director for Collection & Dissemination

Director of Central Intelligence

Delegation of Authority

Reference: Project OCD-17-50

1. The Assistant Director for Collection and Dissemination is hereby authorized to approve requests for the procurement of foreign and sensitive publications to be procured from confidential funds under the provisions of reference project and to obligate confidential funds for such procurement.
2. The Assistant Director for Collection and Dissemination is further authorized to redelegate the authority granted to him in paragraph 1 above to his Deputy and the Chief of the Library Division, Office of Collection and Dissemination.
3. Procedures governing the obligation of funds and payments of such obligations under this authority will be coordinated in detail with the Budget Officer and the Chief, Finance Division, Special Support Staff, prior to using this authority.
4. The provisions of General Order No. 24 (Revised) dated 5 October 1949 in conflict with this delegation are suspended to this extent only.

Sgt (R)

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

I do (~~not~~) concur

Budget Officer

I do (~~not~~) concur

Chief, Special Support Staff

I do (~~not~~) concur

General Counsel

I do (~~not~~) concur

Asst. Director for C&D

25X1A

Copies to:

Budget Officer

Chief, SSS

Chief, Finance Div., SSS

Exec chrono

General Counsel

Management Officer

Approved For Release 2003/01/27 : CIA-RDP81-00261R000600030077-3 (c papers)

100 delegations file (concurrence copy)

SECRET

Approved For Release 2003/01/27 : CIA-RDP81-00261R000600030077-3

25X1A
VOS**Budget Officer****Director of Central Intelligence****Delegation of Authority**

The Executive, his Deputy, and the Chief of Administrative Staff are authorized to approve the transportation of automobiles for officers and employees assigned to permanent duty stations outside the continental United States, its territories, and possessions, under Section 5(a)(4) of Public Law 110 pending revision of appropriate published administrative instructions on the subject of travel and transportation.

SAC/DOJ

R. H. RILLENOETTER
Rear Admiral, USN
Director of Central Intelligence

Copies to:

Executive
Deputy Executive
Chief of Admin. Staff
General Counsel
Management Officer

Approved For Release 2003/01/27 : CIA-RDP81-00261R000600030077-3

Executive

Approved For Release 2003/01/27 : CIA-RDP81-00261R000600030077-3

EN-0-9412

8 March 1960

13

In accordance with the provisions of 3 U.S.C. 16 and 16a, authority is hereby delegated to the following named individuals to administer to civilian employees of the Central Intelligence Agency the Oath of Office or any other oath required by law in connection with employment, with the exception of the Officer's Certificate of Residence:



25X1A

The authorities delegated to the above individuals shall expire at the termination of their services with the Agency, unless sooner terminated by administrative action.

Signed

*R. M. McNAUL, Jr.
Vice Admiral, USN
Director of Central Intelligence*

Legal: LDU/mll

cc: Signer's copy
Central Records
Chrono
Delegation of Authority (Legal)
Budget Officer
Covert Personnel Officer
Exec Delegations file

Approved For Release 2003/01/27 : CIA-RDP81-00261R000600030077-3

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive
FROM : Director of Central Intelligence
SUBJECT: Delegation of Authority

DATE: MAR 22 1950

Under the supervision of the Chief, Special Support Staff, and the Chief, Employees Division, Special Support Staff, the Assistant Chief, Employees Division, Special Support Staff, is hereby authorized to review and approve personnel actions for CIA employees involving grades below GS-8. In exercising this authority the Assistant Chief, Employees Division, Special Support Staff, will observe and comply with the requirements of [redacted]

25X1A

[redacted]
R. H. MILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

25X1A

Copies to:

Chief, Special Support Staff
Budget Officer
Personnel Director
Management Officer
General Counsel
Chief, Admin. Staff (For Chief, Fiscal Div.)

Asst. Director for Special Operations

12 May 1950

Acting Executive

Delegation of Authority to grant leave without pay

25X1A

The provisions of paragraph 9.a.(1), [redacted]
[redacted] are amended to authorize the Assistant
Director for Special Operations to redelegate to his deputy
and/or his executive officer the authority to grant leave
without pay not in excess of fifteen (15) working days to
employees under his jurisdiction.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

15

25X1A

[redacted]

Acting Executive

Copies to:

Budget Officer
General Counsel
Chief, Special Support Staff
Management Officer
Personnel Director
Proc chrono
Basic delegations file —
Central Records

Asst. Director for Special Operations

Director of Central Intelligence

Delegation of Authority to sign personnel actions

25X1A

25X1A

1. The provisions of paragraph 8.b., [redacted] are amended to authorize the Assistant Director for Special Operations to delegate to his deputy and/or his executive officer the authority to sign personnel actions requiring action by the Executive.

2. It is suggested that, in exercising this power of delegation, the Assistant Director for Special Operations establish some procedure for insuring that he is kept informed of matters in connection with the employment, promotion, demotion, and termination of his senior employees.

P. H. BREWSTER
Rear Admiral, U.S.N
Director of Central Intelligence

Copies to:

Budget Officer
General Counsel
Chief, Special Support Staff
Management Officer
Personnel Director
Signer
New delegations file ✓
Central Records

R:LTS/mc (12 May 50)

CONFIDENTIAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Executive

DATE: 15 May 1950

FROM : Director of Central Intelligence

SUBJECT: Delegation of Authority

Under the supervision of the Chief, Administrative Staff, and the Chief, Personnel Division, Administrative Staff, the Assistant Chief, Personnel Division, Administrative Staff, is hereby authorized to review and approve personnel actions for CIA employees involving grades below GS-13. In exercising this authority the Assistant Chief, Personnel Division, Administrative Staff, will observe and comply with the requirements of [redacted]

25X1A

25X1A [redacted]

25X1A [redacted]

R. H. HILLENKOETTER

Rear Admiral, USN

Director of Central Intelligence

Copies to:

Chief, Admin. Staff
Chief, Pers Div., Admin. Staff
Chief, Fiscal Div., Admin. Staff
Budget Officer
Management Officer
Personnel Director
General Counsel

17

CONFIDENTIAL

RESTRICTED

Executive Request
30077-3X7

Executive

MAY 25 1950

MEMORANDUM FOR: DIRECTOR OF CENTRAL INTELLIGENCE
SUBJECT: Delegation of Authority to Sign Personnel Actions

1. To facilitate processing the large number of personnel actions affecting senior employees within OPC, it is requested that Paragraph 8b of [redacted] be amended authorizing the Assistant Director for Policy Coordination to delegate to his Deputy and his Executive Assistant authority to sign personnel actions requiring action by the Executive.

25X1A

2. If the above request is approved, appropriate control measures will be adopted to insure that the Assistant Director is informed of all matters affecting the employment status of senior members of OPC.

[redacted]
Assistant Director for
Policy Coordination

25X1A

APPROVED 1 JUN 1950

18

R. H. MILLENKOTTER
Rear Admiral, USN
Director of Central Intelligence

Copies to: Budget Officer
General Counsel,
Chief, SSS
Management
Personnel Director
Central Records
Signer

RESTRICTED

1-926a

In accordance with the provisions of 5 U. S. C. 16 and 16a, authority is hereby delegated to the following named individuals to administer to civilian employees of the Central Intelligence Agency the Oath of Office or any other oath required by law in connection with employment, with the exception of the Officer's Certificate of Residence:

25X1A



The authorities delegated to the above individuals shall expire at the termination of their services with the Agency, unless sooner terminated by administrative action.

RECORDED

R. H. HILGENKOTTER
Rear Admiral, USN
Director of Central Intelligence

cc:
Chief, Administrative Staff (2)
Signer's copy
Central Records
Budget Officer
Personnel Director
General Counsel
Executive

27 JUN 1950

TO WHOM IT MAY CONCERN: CHIEF, ADMINISTRATIVE STAFF

SUBJECT: Issuance of Transportation Requests to Travel Agencies

1. Pursuant to my authority under P. L. 110, 81st Congress, when it is justified in the interests of efficiency or economy and provided that the effective requirements of law and regulation regarding travel are otherwise observed, the Chief, Transportation Branch, Services Division, or other Agency official to whom books of transportation requests have been released, is hereby authorized to issue transportation requests to travel agencies for official purposes, and reimbursement shall be made to travel agencies for expenses incurred in recognition of such travel requests.

Signer

R. H. KILLENHOUTER
Rear Admiral, USN
Director of Central Intelligence

Copies to:

Addressee, O & I

Signer

Proc chrono ✓

Budget Officer

General Counsel (w/basic papers)

Management Officer

Personnel Director

Chief, SSS

Central Records

Proc Adm. Instr.

Attachments: Forwarded to Gen Counsel:

25X1A

Memo from Ch, Serv Div to Gen Counsel, dtd 3 Apr 50; Rough draft, [redacted], Legal Staff dtd 18 Apr 50; Memo from Budget Off to Gen. Counsel, dtd 26 Apr 50; Memo from Ch, Fin. Div., SSS to Budg Off, dtd 24 May 50; Memo from Ch. Serv Div, to Asst Gen Counsel, dtd 26 May 50; Draft Memo to Transp Off, Serv Div, from DCI, dtd. 5 June 50.

25X1A

25X1

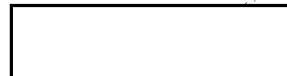
20

21 July 1960

In accordance with the provisions of 5 U. S. C. 16 and 16a, authority is hereby delegated to the following named individual to administer to employees of the Central Intelligence Agency the Oath of Office or any other oath required by law in connection with employment, with the exception of the Officer's Certificate of Residence:

William J. Kelly

The authorities delegated to the above individual shall expire at the termination of his services with the Agency, unless sooner terminated by administrative action.



25X1A

R. D. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

cc:

Signer's Copy
General Counsel
Executive
Budget Officer
Management Officer
Chief, Administrative Staff
Vital Documents

21

DELEGATION OF AUTHORITY

(# 22)

dtd

26 Jul 50

See TS 43064 -(filed in Executive TS File)

1-1859

23

8 AUG 1950

MEMORANDUM FOR: Acting Executive
FROM : Director of Central Intelligence
SUBJECT : Delegation of Authority

Under the supervision of the Chief, Special Support Staff, and the Chief, Employees Division, Special Support Staff, the Assistant Chief, Employees Division, Special Support Staff, is hereby authorized to review and approve personnel actions for CIA employees involving grades below GS-13. In exercising this authority the Assistant Chief, Employees Division, Special Support Staff, will observe and comply with the requirements of [redacted]

25X1

25X1

25X1A

[redacted]

R. H. HILLENAUER
Rear Admiral, USN
Director of Central Intelligence

cc:

Chief, Special Support Staff
Budget Officer
Personnel Director
Management Officer
General Counsel
Chief, Admin. Staff (For Chief, Fiscal Div.)
Vital Doc.

ERI-2030

Approved For Release 2003/01/27 : CIA-RDP81-00261R000600030077-3

18 AUG 1950

In accordance with the provisions of 5 U. S. C. 16 and 16a,
authority is hereby delegated to the following named individual
to administer to civilian employees of the Central Intelligence
Agency the Oath of Office or any other oath required by law in
connection with employment, with the exception of the Officer's
Certificate of Recidence:

25X1A



The authorities delegated to the above individual shall
expire at the termination of her services with the Agency, unless
sooner terminated by administrative action.

Signed

R. M. McNAUL
Rear Admiral, USN
Director of Central Intelligence

cc:

Chief, Special Support Staff (2)
Budget Officer
Personnel Director
Executive
Management Officer
General Counsel
Stippler's Copy
Vital Documents

Approved For Release 2003/01/27 : CIA-RDP81-00261R000600030077-3

Executive Registry
1-4141

SECRET

15 December 1950

~~RECOMMENDED FOR:~~ Deputy Director of Central Intelligence
~~Deputy Director for Administration~~

~~RECOMMENDED FOR:~~ Projects

There is hereby delegated to the Deputy Director of Central Intelligence and to the Deputy Director for Administration authority to take final action on recommendations of the Projects Review Committee [redacted] where the proposed project falls within the scope of authorized Agency activity and does not involve the expenditure of more than twenty-five thousand (\$25,000.00) dollars.

25X1A

15/
WALTER B. SMITH
Director of Central Intelligence

cc: Comptroller - orig.
External Counsel
DD/Pg chrono

SECRET

25X1

Approved For Release 2003/01/27 : CIA-RDP81-00261R000600030077-3

Next 2 Page(s) In Document Exempt

Approved For Release 2003/01/27 : CIA-RDP81-00261R000600030077-3

20-1-4741

Approved For Release 2003/01/27 : CIA-RDP81-00261R000600030077-3



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

JAN 11 1951

RECIPIENT: The Honorable
The Secretary of the Treasury

ATTACHMENT: Mr. Paul D. Banning
Chief Disbursing Officer

SUBJECT: Appointment of officers authorized to certify
vouchers and the revocation of such appointment

27

1. This is to advise that in accordance with S.C.I.A. #2a
the authority to appoint Certifying Officers and revoke such ap-
pointments has been delegated to the following officials of this
Agency:

Deputy Director (Administration)
Assistant Deputy Directors (Administration)
Comptroller

2. It would be appreciated if you would advise all Treasury
officials concerned in order that requests signed by the above-
named officials will be promptly honored.

SIGNED

PAUL D. BANNING
Director

WRC/RJL/vlb
Rewritten: DD/A-ITS-1sq (11 Jan 51)

Copies to:

Signer (2)
Comptroller
APD's (Admin)
DD (Admin)

Central records

Approved For Release 2003/01/27 : CIA-RDP81-00261R000600030077-3

Approved For Release 2003/01/27 : CIA-RDP81-00261R000600030077-3

1 February 1951

MEMORANDUM FOR: Deputy Director/Administration
FROM : Personnel Director
SUBJECT : Delegation of Authority

25X1A

1. It is requested that authority be granted to
[redacted] Chief, Personnel Procurement, to
approve travel authorizations for this office.

/s/

WILLIAM J. KELLY

38.

TO: Comptroller

Approved - 6 Feb. 1951

/s/

MURRAY McCONNELL
Deputy Director
Administration

Copies to:
Pers Director (2)
Comptroller (2)
Gen Counsel (1)
Chief, Adm Svcs (2)
DD/A (2) ✓

Approved For Release 2003/01/27 : CIA-RDP81-00261R000600030077-3

SECRET

FEB 27 1951

MEMORANDUM FOR: Deputy Director of Central Intelligence
Deputy Director (Plans)
Deputy Director (Administration) ←

SUBJECT: Projects

RECIPIENT: Memo from DCI, subject as above,
dated 15 December 1950 (EX 1-4141)

There is hereby delegated to the following authority
to take final action on recommendations of the Projects
Review Committee [redacted] where
the proposed project falls within the scope of authorized
Agency activity and does not involve the expenditure of
more than twenty-five thousand (\$25,000) dollars:

Deputy Director of Central Intelligence
Deputy Director (Plans)
Deputy Director (Administration)

29.
RECORDED

WALTER B. SMITH
Director of Central Intelligence

Orig: Comptroller
cc: Addressees
cc: General Counsel
cc: Adv. for Mgt (23 Mar. 51)



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

14 March 1951

In accordance with the provisions of 5 U.S.C. 16 and 16a, authority is hereby delegated to the following named individuals to administer to civilian employees of the Central Intelligence Agency the Oath of Office or any other oath required by law in connection with employment, with the exception of the Officer's Certificate of Residence:

25X1A



The authorities delegated to the above individuals shall expire at the termination of their services with the Agency, unless sooner terminated by administrative action.

25X1A

ALLEN W. DULLES
Acting Director

Copies to:
Personnel Director

25X1A

DD/A
General Counsel
Central Records
Adv. for Management
Vital Documents
DCI (2)
Comptroller

Operations

25X1A

25X1A

25X1A

13 March 1951

*jk
M.C.*

MEMORANDUM FOR: The Comptroller
FROM: Deputy Personnel Director
SUBJECT: Approval of Travel Vouchers.

1. Effective this date, it is requested that controls be established in your office for the approval of travel funds for employees of the Personnel Office, in the following manner:

a. All requests for travel funds, originating in the Personnel Office, in the amount of three hundred dollars or less should be approved by one of the following persons:

- (1) Personnel Director
- (2) Deputy Personnel Director
- (3) Chief, Personnel Procurement Division

b. Amounts over three hundred dollars, but not exceeding one thousand dollars, should be approved by the Deputy Personnel Director or the Personnel Director.

c. Requests for amounts one thousand dollars and over should be approved by the Deputy Director for Administration or his Assistants.

32

25X1A

Deputy Personnel Director

GEM/lj
cc:
DD/A
Chief Personnel Procurement
Chrono

*Received memo 9 Mar. 1951.
which was destroyed.*

M.C.

MAR 22 1961

In accordance with the provisions of 5 U.S.C. 16 and 16a, authority is hereby delegated to the following named individual to administer to civilian employees of the Central Intelligence Agency the Oath of Office or any other oath required by law in connection with employment, with the exception of the Officer's Certificate of Residence:

25X1A



The authorities delegated to the above individual shall expire at the termination of his services with the Agency, unless sooner terminated by administrative action.

25X1A



WALTER B. SMITH
Director

Copies to:

Personnel Director
DD/A
General Counsel
Central Records
Adv. for Management
Vital Documents
Comptroller
DCI (2)
Personnel Division C.

33